

# Overview of Pre- Identification of Students for Spring 2024



# Pre-Identification for Spring 2024



- MME (SAT with Essay, WorkKeys, M-STEP)
- PSAT for grades 8, 9, 10
- M-STEP
- MI-Access assessments

# Why do students need to be pre-identified for state assessments?

- Pre-Id is required for all state assessments
- Both online and paper and pencil tests
  - Online Tests are SAT with Essay, PSAT for grades 8, 9, 10, M-STEP and MI-Access FI
  - MI-Access P and SI are given with paper materials but is still considered an online test
  - WorkKeys – paper/pencil only
- M-STEP, MI-Access FI, WorkKeys answer documents for paper and pencil answer documents require a student barcode label

# Paper and Pencil Assessments



- Student barcode labels for M-STEP, MI-Access FI, and WorkKeys will be printed and shipped for students pre-identified by 5:00 PM on February 14, 2024
- Schools will be required to print barcode labels for paper/pencil answer documents for M-STEP, MI-Access FI, and WorkKeys for students Pre-Id after February 14, 2024

# Online Assessments



- Pre-Id students are loaded into the DRC INSIGHT Portal for M-STEP and MI-Access FI, P and SI
  - Schools will no longer enter students in online test sessions in the OEAA Secure Site
  - Schools will need to move students into online test sessions in the DRC INSIGHT Portal once loaded
- Pre-I students are loaded into the Test Day Toolkit for the SAT with Essay and the PSAT assessments
  - Schools will assign students to testing rooms once loaded

# How are students pre-identified for testing?



- OEAA will Pre-Id students for the SAT, WorkKeys, M-STEP and PSAT assessments using student data from the Michigan Student Data System (MSDS) on January 3, 2024
  - Fall 2023 MSDS general collection – October student count day
  - Student Record Maintenance files submitted through December 31, 2023
- One-time pull – OEAA does not continue to pull
- Additional students will need to be Pre-Id directly on the Secure Site by the district or school
- Schools are responsible to Pre-Id students for MI-Access FI, P, and SI
- Barcode labels are printed and shipped for students Pre-Id by 5:00 PM, February 14, 2024

# How can schools Pre-Id students?



- Three different methods available to Pre-Id students
- Decide which method will work best for your school
- One or more of the Pre-Id methods can be used throughout the testing window

# Pre-ID File Upload

- A .txt or .csv file can be created by the district or school in OEAA's required format to be uploaded
- The Pre-Id File Upload Layout document provides the required fields and how to format them
- A template is also available but must be saved as a .csv file before uploading
- Reporting Codes and Research Codes can be included in the file or added after students are pre-identified
- Pre-Id File Upload Layout and Template can be found on the bottom of the page at [www.Michigan.gov/oeaa-secure](http://www.Michigan.gov/oeaa-secure)





- Student data can be copied from the Michigan Student Data System (MSDS) into the OEAA Secure Site without having access to MSDS
- Only student enrollments that have been entered into MSDS will be available

# Student Search/One Student at a Time



- Students can be Pre-Id one at a time using the Student Search function on the OEAA Secure Site
- If you have the student UIC, grade, and assessment being taken, it can be a quick process

# How is the mode of testing determined?



- Expected to test online for SAT with Essay, PSAT for grades 8, 9, 10, M-STEP, MI-Access FI
- If the district or school cannot test online, an Online Waiver must be submitted October 16 – November 22, 2023 from the OEAA Secure Site
- No waiver needed for just a few students testing paper and pencil
- MI-Access P and SI are online tests, but no waiver can be submitted

# How is mode of testing determined? continued



- WorkKeys is only available paper/pencil
- For M-STEP and MI-Access FI mode can be changed on the student assessment details page and Mass Update Assessments page
- MI-Access P and SI set for online and cannot be changed
- SAT and PSAT set online and cannot be changed
  - Submit requests for paper/pencil for a student in the SSD Online System
  - Even if approved in the SSD Online, the mode of testing will not change in the OEAA Secure Site and that is ok

# Mass Update Assessment Page



- The Mass Update Assessments page can be used to:
  - Students that are Pre-Id by the school for grade 11 and 12 will need to be Pre-Id to all three components, meaning SAT, WorkKeys, and M-STEP
  - Student can be Pre-Id to one of the MME components and then copied to the other two components
    - Students taking the MME, will need to be Pre-Id to all three components, SAT, WorkKeys, and M-STEP
  - Unassign students from an assessment or content area
  - Add Report Codes and Research Codes

# How do I know if my students are pre-identified?



- Pre-ID Student report
- Students listed on report immediately
- With the Pre-Id report you can:
  - verify students are Pre-Id for correct assessment
  - verify Pre-Id for correct content areas
  - verify in the correct Pre-Id grade
  - verify for the correct mode of testing
  - Verify student demographics

# OEAA Secure Site Support



- Directions for the OEAA Secure Site can be found at [www.Michigan.gov/securesitetraining](http://www.Michigan.gov/securesitetraining)
- Email [mde-oeaa@Michigan.gov](mailto:mde-oeaa@Michigan.gov) with questions, suggestions or general support
- Call 877-560-8378, select option 3 with questions, suggestions or general support